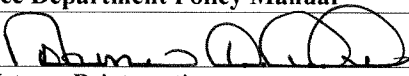


**Wichita Police Department Policy Manual**Approved by: **Policy 226 --Veteran Reintegration**

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Maintained by:
Training Bureau

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226.01 INTRODUCTION:

The Wichita Police Department will comply with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA, 38 U.S.C. §§ 4301 – 4335). This is a federal law intended to ensure that persons who serve or have served in the Armed Forces, Reserves, National Guard or other “uniformed services:” (1) are not disadvantaged in their civilian careers because of their service; (2) are promptly reemployed in their civilian jobs upon their return from duty; and (3) are not discriminated against in employment based on past, present, or future military service.

Additional information can be obtained from www.esgr.org/site/USERRA.aspx.

226.02 PRE-DEPLOYMENT:

As soon as an employee is notified of their active duty military deployment he/she shall notify their immediate supervisor. The employee’s immediate supervisor will notify their Bureau Commander and the Warrant/Information Services Section Commander who will serve as the Department’s Military Liaison Officer (MLO).

226.03 MILITARY LIAISON OFFICER (MLO) PROCEDURE:

The Military Liaison Officer shall:

1. Conduct a detailed briefing with the deploying employee outlining what the employee can expect when deployed and returning from deployment, such as re-integration, re-training, mandatory training, and range qualifications.
2. The Military Liaison Officer will accompany the deploying employee to Human Resources to discuss benefits the employee may retain while on deployment. The employee will provide a copy of his/her military orders to HR for documentation purposes.
3. The MLO will make certain a copy of the employee’s military orders is forwarded to the Fiscal Affairs Section.
4. The MLO will notify the Training Bureau Commander to ensure Kansas Commission on Peace Officers' Standards and Training is notified of the employees status change.
5. The MLO will update the employees contact information.

226.04 DURING DEPLOYMENT:

The MLO shall:

1. Maintain contact with the deployed member’s family and will be the primary means for assisting his/her family whenever possible to ensure the family’s needs are being met.
2. Monitor the dedicated deployed veteran e-mail address in order to provide a single point of contact for a deployed member of the Department, enabling them to get timely answers to questions, receive new orders, policy and regulation changes, and other information that can be forwarded to them during their deployment.

226.05 POST DEPLOYMENT:

Immediately upon conclusion of the active duty military deployment, the deployed member will notify the MLO of his/her date of return. The MLO will meet with the member on the first day of his/her return and schedule a time to meet with the following:

1. Human Resources:
 - a. To activate insurance will also need a copy of military orders.
2. Fiscal Affairs:
 - a. Return to work date and where employee will be assigned and shift.
3. Bureau Captain
 - a. Changes in FOP contract
 - b. Policy and Regulation changes
 - c. Legal updates
 - d. Vacation sign up
4. Training Academy
 - a. Notification of C-Post (Status Change)
 - b. Promotional exam status if applicable
 - c. Mandated department training as identified by the Training Bureau Commander, i.e. abbreviated version of mandatory IST.
 - d. Any military training received while deployed may be submitted for review for in service training hours
 - e. Equipment issues i.e. any new assigned uniforms or equipment
5. Firearms qualifications

- a. Handgun
 - b. Shotgun
 - c. Patrol Rifles
6. The MLO will inform the member of services available to him/her:
- a. CISMT (Critical Incident Stress Management Team)
 - b. EMPAC (Employee Assistance Consultants)
 - c. Availability of the Police Chaplin Section
 - d. Other WPD returning veterans
 - e. Wichita Veterans Administration Hospital
 - f. Military OneSource (www.militaryonesource.com)

The MLO will assist the employee throughout the reintegration process. Under no circumstances shall the employee be left to complete the process on their own.

226.06 FIELD TRAINING FOR RETURNING VETERAN OFFICERS

<u>Length of Absence</u>	<u>Proposed length of Remedial Training</u>
Less than 12 months	At the discretion of the Field Commander
12-36 months	80 hours of Field Training
Over 36 months	180 hours of Field Training

1. All Field Training will be monitored by the Training Bureau.
2. All Daily Observation Reports will be submitted to the Training Bureau for review.
3. All Field Training will follow the Field Training Manual.

The MLO checklist is available on the Police Secure Portal under Document Center.